



Request for Proposals for Budgeting Software

Proposal No. 1083

City of Milpitas
Purchasing Division
1265 N. Milpitas Blvd.
Milpitas, CA 95035
Phone (408) 586-3160
Fax (408) 586-3170

Date of Issuance:	June 7, 2005
Bid Deadline:	2PM, June 28, 2005

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I. GENERAL PROJECT DESCRIPTION

The City of Milpitas is issuing this RFP to solicit proposals for the complete and full install, set up and implementation of a budgeting software package to assist the City in the preparation and analysis of the City's annual operating budget, capital budget and 5 year financial forecast. The selected system will share data with City's existing Cayenta Financial System. The City is requesting proposals from qualified and experienced firms meeting the following minimum specifications:

- Proven experience with key budgeting and financial reporting processes in a municipal government environment;
- Experience integrating your software with other cities or municipal government entities with existing financial systems;
- Understands how to identify and solve the technical issues that arise and provide adequate guidance to minimize operational risks;
- Conducts courseware development and end user training jointly with City staff;
- Provides project resources capable of meeting schedule and budget objectives and
- Effectively mentors and provides knowledge transfer to City staff of modifications, reports, training course maintenance, and interfaces resulting from system implementation.

II. BACKGROUND

The City of Milpitas is located near the southern tip of San Francisco Bay, forty-five miles south of San Francisco. With a population of approximately 65,000, Milpitas is a progressive community that is an integral part of the high tech Silicon Valley. Milpitas features quality schools, conveniently located neighborhood parks and shopping centers and a population rich in diversity

Incorporated in 1954, Milpitas is a general law city operating under the City Council/City Manager form of government, Milpitas is a creative, forward-thinking city providing quality police, fire, water, streets, parks, engineering, planning and recreation services. The City is financially secure with an annual budget in excess of \$143 million. The operating budget of \$88 million and the capital improvement budget of \$33 million include all City services and the Redevelopment Agency administered by the City.

The City provides the full range of services normally associated with municipality, including fire, police, parks and recreation, planning, zoning and building, engineering, public works, utility service including water and sewer, and general administration. Solid waste collection is provided through a franchise arrangement with a local refuse collection service.

The City reserves the right to modify the activities, time line, or any other aspect of the process at any time, as deemed necessary by City staff. The City, by requesting proposals, is in no way obligated to award a contract or pay the expenses of proposers in connection with preparation or submission of a proposal. The awarding of any contract shall be contingent on the availability of funds and the requisite staff and Council approvals.

III. ENGAGEMENT AND REPORTING

If a contract award is made to perform the services described in this Request for Proposals (RFP), the firm selected to provide such services will be retained by the City of Milpitas. The designated Project Manager for this project is Rosemary Beltran, Administrative Analyst, in the Finance Department.

IV. SCOPE OF WORK AND SERVICES

A. Scope of Work

As defined by the City, the scope of this project includes:

- Provide the City with a fully functional budget preparation software that meets all system requirement as outlined in the System Requirement Section (Appendix B).
- The purchase and license of use of a budget software package.
- Implementation services.
- Project management.
- User training and documentation.
- Post-implementation support.
- Formatted budget document that is readily publishable with detail reports to support the budget document.

B. Tasks and Deliverables

1. Work Plan

A detailed work plan shall be delivered to the City as soon as the contract is awarded.

The work plan shall describe the following activities:

- Conduct need assessment analysis
- Identify all hardware and software necessary to successfully run the application
- Define implementation methodology and project management philosophy
- Install, configure and modify budget system to meet City's requirements
- Develop interface program to City's existing financial system – Cayenta Software
- Provide user training and documentation including environment training, system administrator training and end user training
- Provide end user manual and system administrator manual
- Develop an acceptable budget document with detail reports to support the budget document
- Provide post-implementation work

2. Need Analysis

A need analysis shall be conducted by the Consultant. The detail report shall document

Consultant's understanding of the City's basic business operations and to identify potential software challenges and issues.

3. Project Management and Project Timeline

The Consultant will provide project management service through all phases of the project. The Consultant will provide a project timeline and advise the City's project manager. The Consultant will also attend scheduled meetings at agreed-upon intervals and report progress of deliverables.

4. Installation and Programming

The Consultant will perform the following system services:

- Install the software
- Tailor the software to meet City's requirements
- Develop interface programs to the Cayenta system
- Perform system testing and acceptance testing
- Conduct software and application performance tuning
- Implement system cutover

5. Acceptance of Report Requirements

The Consultant shall work with the City to determine reporting requirements. The end product is a camera ready budget document and detail reports to support the budget document. The City shall also have the flexibility to generate ad-hoc reports and the reports can be extracted to Microsoft Word/Excel.

6. End user Training and Document

The Consultant will provide the following user training and documentation:

- System environment training
- System administrator training
- End user application training
- User manual
- System administrator manual

7. Post-implementation Support

The Consultant will provide post-implementation support until the system is fully functional and is used in the most effective and efficient manner.

It is planned that the project will begin immediately after contract execution and the budget system be operational no later **November 1, 2005**.

V. PROPOSAL SUBMITTAL REQUIREMENTS

To facilitate the comparison of proposals, the responding firms should address each of the following elements in the order listed in preparing a response to this RFP. The City of Milpitas reserves the right to reject any proposal as non-responsive if the proposal fails to include any

requested information. Each part of the proposal should be clearly labeled with element headings for easy reference. Proposals should not exceed 25 pages, excluding attachments and supplemental materials. Proposers shall submit five copies of their proposals in a sealed envelope to:

City of Milpitas
Purchasing Division
455 E. Calaveras Blvd.
Milpitas, CA 95035
Attn: Christopher Schroeder, Purchasing Agent

Proposals must be received by 2 p.m. on Tuesday, June 28, 2005. Proposals received after this time or at any other location will not be accepted. Proposals will be prepared and presented at no cost to the City. Deviation from the requested format or omission of requested information by the proposer may cause the Selection Committee to reject the proposal. Addenda if required will be E-mailed and/or sent by regular first class U.S. mail to the last known address of each firm having received a copy of the RFP.

VI. PROPOSAL CONTENT AND OTHER REQUIREMENTS

A. Proposal content:

1. Cover Letter – The cover letter shall introduce the proposer and summarize its qualifications, indicating that the proposer is prepared to sign the sample Agreement for Professional Services, and bind the proposer to the proposal for ninety (90) days. The cover letter is to contain the names, title, address and telephone numbers of the individual(s) with the authority to bind the proposer during the period that the proposals are being evaluated. The cover letter shall identify the legal form of the firm, and if a corporation, shall identify in which state the firm was incorporated. The cover letter shall be signed by a principal of the firm or other person authorized to act on behalf of the firm.
2. Description of Proposed Services – This section is to provide a detailed explanation of the proposer's approach in performing the services described in the Scope of Work and Services section. This section should also focus on major issues necessary for the successful and timely completion of the project.
3. General Description of the Firm – The proposer shall provide a general description of the firm, including a brief history, types of services provided, and its experience in providing similar services as those requested in this RFP. The City seeks a firm with extensive experience in providing and implementing budget software packages. Please do not include information on projects that are not similar in scope and character to the proposed project.

4. Personnel to be Assigned – A project manager must be designated and must be the principal contact for the City. This section shall also identify any individuals expected to have backup responsibilities, along with their resumes. The proposer shall identify the location of the firm's home office, and whether or not the firm has professional staff in the San Francisco/San Jose area. The proposal shall state that no changes in key personnel are to be made without written consent of the City. If, and when the City interviews prospective firms, such persons shall be in attendance and materially contribute to the discussion. The resumes of personnel to be assigned should not exceed one page per person.
5. Proposed Fee Schedule – The firm is to provide a fee schedule reflecting the scope of services proposed in this RFP. The proposed fee schedule must include a statement certifying that the firm will not engage in any activities on behalf of the City that would produce a direct or indirect financial gain for the firm, other than the agreed upon compensation.
6. References – This section shall consist of a list of at least three (3) other clients (include names of contact persons, addresses, telephone numbers, fax numbers, Email addresses and a brief description of the work performed) to whom the proposer has performed services for other cities and or municipal entities. This section should not exceed 2 pages.

B. Other Requirements:

Agreement for Professional Services – The selected consultant will be required to execute an Agreement for Professional Services with the City describing the scope of work to be performed, the schedule for completion of the services, compensation and other pertinent provisions. This Agreement shall follow the form of agreement attached as Appendix A. All proposers are directed to particularly review the indemnification and insurance requirements set forth in this agreement. Any exceptions to the agreement must be included in the RFP response.

Please complete and return with your proposal Appendix B – Functional Features and Capabilities.

VII. SELECTION PROCEDURES

Proposals will be evaluated by a selection committee, which may be comprised of City staff members, outside experts and other interested individuals. The method of selection will be based on the criteria and considerations set forth below.

A. Evaluation Criteria:

1. Understanding of the work required by the City
2. Quality and responsiveness of the proposal and Scope of Work
3. Demonstrated competence and professional qualifications necessary for satisfactory performance of the work required by the City
4. Recent experience in successfully performing similar services for other cities and or municipal entities. Please provide a city and or municipal entity client list.
5. Proposed approach in completing the work
6. References: Please provide at least three references from other cities and or municipal entities with contact names, phone numbers or email addresses.
7. Background and related experience of the specific individuals to be assigned to this project
8. Proposed compensation

As reflected above, contract award will not be based solely on price, but on a combination of factors as determined to be in the best interest of the City. After evaluating the proposals and discussion with finalists or the tentatively selected consultant, the City reserves the right to further negotiate the proposed work and/or method and amount of compensation.

B. Negotiations:

The City may enter into negotiations with one or more proposers deemed to be within the competitive range. However, the City may award a contract without conducting any negotiations.

C. Contract Award:

This RFP does not commit the City to award a contract. The City reserves the right to waive informalities and irregularities in the proposals received. The City reserves the right to accept or reject any or all proposals or to modify or cancel in part or its entirety of the RFP.

VIII. PROJECT TIMELINE

The following is an outline of the anticipated schedule for proposal review and contract award:

Issue RFP	06/07/2005
Proposal due date	06/28/2005, 2PM
Complete proposal evaluation	07/08/2005
Presentations	07/11-7/14, 2005
Obtain City Council approval to award contract	08/02/2005
Execute contract	08/09/2005
Start project	08/10/2005
System to “go live”	11/01/2005

IX. QUESTIONS

Any questions regarding this RFP should be directed to Christopher Schroeder, Purchasing Agent for the City of Milpitas at:

City of Milpitas
455 E. Calaveras Blvd.
Milpitas, CA 95035
(408) 586-3161
cschroeder@ci.milpitas.ca.gov

Technical questions shall be directed to the project manager, Rosemary Beltran, Administrative Analyst (408) 586-3142 or Nestor Baula, Administrative Analyst, (408) 586-3133 of the Finance Department:

City of Milpitas
455 E. Calaveras Blvd.
Milpitas, CA 95035
(408) 586-3142
rbeltran@ci.milpitas.ca.gov

X. APPENDICES

- A. Agreement for Professional Services**
- B. Budget System Requirements**
- C. City of Milpitas, FY04-05 Budget Document**

APPENDIX A

AGREEMENT BETWEEN CITY OF MILPITAS AND _____ FOR CONSULTATION OR OTHER SERVICES

THIS AGREEMENT is made by and between the CITY OF MILPITAS, a municipal corporation of the State of California, 455 East Calaveras Boulevard, Milpitas, California (hereinafter referred to as "CITY") and _____ (hereinafter referred to as "CONSULTANT") at Milpitas, California.

RECITALS

- A. CITY requires certain professional services for _____.
- B. CONSULTANT is qualified to perform these services and is willing to furnish them in accordance with the terms and conditions of this Agreement.

IN CONSIDERATION of the mutual covenants and conditions herein contained, the parties agree as follows:

AGREEMENT

1. General

CITY engages CONSULTANT to perform consulting services pursuant to the covenants and conditions of this Agreement, at the compensation herein stipulated, and CONSULTANT accepts the engagement upon these terms.

2. Term

This Agreement shall become effective upon the execution of the Agreement by all parties. This Agreement shall terminate on _____, unless otherwise terminated or extended pursuant to this Agreement.

3. Scope of CONSULTANT's Duties and Services

The scope of CONSULTANT's duties and services is set out in Exhibit A, which is attached and incorporated by reference. These duties and services shall be completed according to the time schedule contained in Exhibit A.

4. Payment by CITY: Time and Manner of Payment

CITY shall pay CONSULTANT for all services to be rendered by it and all materials to be furnished under this Agreement, the amount specifically set forth and in the manner specifically set forth on Exhibit B, which is attached and incorporated by reference. CONSULTANT agrees to accept this sum as full compensation for all services due under this Agreement. CITY's representative shall be responsible for obtaining a purchase order from the CITY's Finance Department to encumber the funds for Agreement.

5. Additional Work

CITY may change the scope of the services required by this Agreement by adding or deleting tasks, and CONSULTANT shall perform the services required under this Agreement as modified. The contract price shall be adjusted to reflect the changes in the scope of services. These changes shall be made in a writing signed by both parties.

6. Professional Skill

It is mutually agreed by the parties that CITY is relying upon the professional skill of CONSULTANT, and CONSULTANT represents to CITY that its work shall conform to generally recognized professional standards in the industry. Acceptance of CONSULTANT's work by CITY does not operate as a release of CONSULTANT's representations.

7. Compliance with Political Reform Act

If the compensation to CONSULTANT is to exceed \$50,000, or if otherwise required by law, then within 30 days of the execution of this Agreement by both parties, CONSULTANT shall submit a Disclosure Statement to the City Clerk pursuant to the provisions of Government Code Section 87302 and Title 2 of the California Code of Regulations Section 18700.

8. Equal Employment Opportunity

CONSULTANT shall not discriminate against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, sexual orientation, age, physical or mental disability, medical condition, marital status, or by illegal denial of family care leave.

9. Compliance with Laws

CONSULTANT shall comply with all current federal, state and city laws, statutes, ordinances, rules and regulations and the orders and decrees of any court or administrative body or tribunal in any manner affecting the performance of the Agreement.

10. Independent Contractor

CONSULTANT is acting as an independent contractor in furnishing the services or materials and performing the work required by this Agreement and is not an agent, servant or employee of CITY.

11. Indemnity

To the fullest extent permitted by law, CONSULTANT agrees to indemnify, defend with counsel reasonably acceptable to CITY, and hold harmless CITY, its officers and employees from all costs, expenses, claims, suits, judgments, demands, causes of action, losses, liabilities or damages arising out of or in any way connected with the intentional or negligent act or omission of the CONSULTANT, CONSULTANT's officers, employees, agents, contractors, subcontractors or any officer, agent or employee thereof, including without limitation those relating to injury or death of any person or damage to any property.

12. Insurance

a. General Liability

CONSULTANT agrees to maintain and pay for a general liability policy naming CITY, its officers, and employees as additional insureds and insuring them against liability or financial loss resulting from injuries occurring to persons or property in or about or in connection with the work to be performed under this Agreement. Each policy of insurance shall provide primary coverage on an occurrence basis in a company satisfactory to CITY in the following minimal amounts: personal injury, \$1,000,000 for each person and \$1,000,000 per occurrence; property damage, \$500,000 per occurrence. Each policy shall provide that it shall not be canceled or reduced in coverage without 30 days prior written notice to CITY. The general liability policy shall provide (a) if CITY, its officers or employees have other insurance against loss covered by said policy, said other insurance shall be excess insurance only, and (b) that CITY, its officers and employees are not precluded from claim under said policy against other insured parties.

b. Worker's Compensation

CONSULTANT agrees to comply with all State requirements relating to Worker's Compensation Insurance and to provide the same for its employees.

c. Automobile Liability

CONSULTANT agrees to maintain and pay for an automobile liability policy naming CITY, its officers and employees as additional insureds and insuring them against liability or financial loss resulting from injuries occurring to persons or property in connection with automobiles owned, leased, hired or borrowed by CONSULTANT, its employees, or agents. Each policy shall maintain limits no less than \$300,000 per accident for bodily injury and property damage. Each policy shall provide that it shall not be canceled or reduced in coverage without 30 days prior written notice to CITY.

d. CONSULTANT shall file Certificates and Endorsements of Insurance with CITY in a form satisfactory to CITY ATTORNEY upon execution of this Agreement, evidencing said coverage and the requirements of this paragraph. The Certificates and Endorsement shall contain a reference to the date and title of this Agreement.

All of the insurance companies providing insurance for CONSULTANT shall have an A.M. Best & Co. rating of A:VIII or above. The Certificates and Endorsements shall be mailed to:

City Clerk
City of Milpitas
455 E. Calaveras Blvd.
Milpitas, CA 95035

13. CITY Representative

Emma Karlen shall represent CITY in all matters pertaining to the services to be rendered under this Agreement; all requirements of CITY pertaining to the services and materials to be rendered under this Agreement shall be coordinated through the CITY representative.

14. CONSULTANT Representative

_____ shall represent CONSULTANT in all matters pertaining to the services and materials to be rendered under this Agreement. All requirements of CONSULTANT pertaining to the services or materials to be rendered under this Agreement shall be coordinated through the CONSULTANT representative.

15. CONSULTANT Professional Team

CONSULTANT shall provide and maintain the professional team to perform the services and furnish the materials in connection with this Agreement whose names and capacities are set forth on Exhibit C, which is attached and incorporated by reference. In the event that any member of the professional team leaves the employ of CONSULTANT or is transferred to another office of CONSULTANT, CONSULTANT shall so advise CITY and replace him or her with a new member who is competent to perform the required work and who shall be satisfactory to CITY. Such other agents or employee contractors or subcontractors not listed on Exhibit C as may be required to perform any portion of this Agreement shall be competent and shall be suitably experienced in the functions which they perform.

16. Notices

Unless otherwise provided herein, all notices required hereunder shall be given by United States registered or certified mail, or other form of mail which offers proof of mailing, postage prepaid and addressed to the party at the address below.

CITY: City Manager, City of Milpitas, 455 E. Calaveras Blvd., Milpitas, CA 95035

CONSULTANT: _____
address

17. Title to Documents

All original **artwork**, calculations, photographs, maps, drawings, plans, design notes and other material or documents developed or used in connection with the performance of this Agreement shall be the property of CITY. CONSULTANT may provide CITY with legible photostatic copies in lieu of the originals upon approval by CITY representative. Any plans and specifications shall bear the name of the CONSULTANT together with his or her Certificate number, if any. If CONSULTANT's working papers or product includes computer generated statistical material, CONSULTANT shall provide the material including the data base upon which it is based to CITY in a mutually agreed upon computer machine-readable format and media.

18. Assignment

Neither party shall assign nor sublet any portion of this Agreement without the written consent of the other party.

19. Applicable Laws and Attorneys' Fees

This Agreement shall be interpreted and enforced pursuant to California law. Any action to enforce or interpret this Agreement shall be brought in a court of competent jurisdiction in Santa Clara County, California. Should any legal action be brought by a party for breach of this Agreement or to enforce any provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees, court costs, and such other costs as may be affixed by the court.

20. Termination

Without limitation to such rights or remedies as CITY shall otherwise have by law, CITY shall also have the right to terminate this Agreement for any reason upon written notice to CONSULTANT. In the event of such termination, CONSULTANT shall be compensated in proportion to the percentage of services performed or materials furnished (in relation to the total which would have been performed or furnished) through the date of receipt of notification from CITY to terminate, unless otherwise stated on Exhibit B.

21. Entire Agreement; Amendment

This writing constitutes the entire Agreement between the parties. No modification shall be effective unless the modification is in writing and signed by all parties to this Agreement.

22. Miscellaneous

All covenants herein shall be conditions. Time shall be of the essence. Failure on the part of either party to enforce any provision of this Agreement shall not be construed as a waiver of the right to compel enforcement of such provision or any other provision. The singular number shall include the plural, and the masculine gender shall include the feminine gender and neuter gender whenever the context of this Agreement permits. This Agreement shall be deemed to have been drafted equally by both parties.

23. Additional Provisions, Exhibits

Additional provisions of this Agreement may be set forth on Exhibit D. All Exhibits are incorporated into the Agreement by reference.

CITY OF MILPITAS

Dated: _____

BY: _____
CITY MANAGER

ATTEST

APPROVED AS TO FORM

BY: _____
CITY CLERK

BY: _____
CITY ATTORNEY

APPROVED AS TO CONTENT

BY: _____

CONSULTANT

Date: _____

BY: _____

Date: _____

BY: _____

APPENDIX B - BUDGET SOFTWARE FUNCTIONAL FEATURES AND CAPABILITIES

PRODUCT NAME:

VENDOR NAME:

Responses regarding Availability of Functional Feature or Capability

Y = Yes (The base software meets criteria, cost included)

M = Modify (Software available but not included in base software, cost is not included)

N = Not available

Reference Number	Functional Feature or Capability	Response regarding Availability	Vendor Comments	City of Milpitas Comments
	BUDGET INTERFACE TO FINANCIAL SYSTEM			
1.00	Ability to interface employee salary and benefits information from Cayenta system.			
2.00	Ability to interface salary tables from Cayenta system.			
3.00	Ability to interface benefit rates from Cayenta system.			
4.00	Ability to interface two prior fiscal years' actual numbers from Cayenta system.			
5.00	Ability to interface current fiscal year approved budget numbers from Cayenta system.			
6.00	Ability to interface chart of accounts from Cayenta system.			
7.00	Ability to load approved budget numbers back to Cayenta system for tracking purpose.			
8.00	Ability to view interface log for errors.			
	BUDGET DESIGN			
9.00	Ability to accommodate multi-year budget control.			
10.00	Ability to support budgetary allotments by pay period, month, quarter, year or other period as defined by the user.			
11.00	Ability to validate field values against an existing table value within the budget entry screen.			
12.00	Provide departments automated access to prior and current year budgetary and revenue and expenditure data.			
13.00	Departments can access budget information on an inquiry basis for their unit.			

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Reference Number	Functional Feature or Capability	Response regarding Availability	Vendor Comments	City of Milpitas Comments
14.00	Only authorized users are allowed to make changes to the budget based upon City policy, e.g., prohibiting movement of funds between operational and salary budget accounts.			
15.00	Ability to display information graphically (i.e. pie chart, bar chart, graph).			
16.00	Ability to provide online queries by month, fiscal year, any prior year and future years by account and subaccounts.			
17.00	Ability to accept entry of budget requests at all organizational levels based on user authorization.			
18.00	Ability to restrict access to confidential data by user.			
19.00	Ability to prohibit multiple users from updating the same record simultaneously.			
20.00	Ability to provide multiple levels of controls within department budgets.			
21.00	Ability to prevent department level users from updating budget information after it has been submitted or as of a specific cut-off date.			
22.00	Ability to receive data from and export data to spreadsheet (Excel) and database application (Access).			
23.00	Ability to attach files (i.e., Word, Excel) to particular issues, revisions and line items with the system.			
24.00	Ability to budget by quantity and unit cost, rather than total amount.			
25.00	Ability to roll over current year approved budget to prior year approved budget when preparing for new budget year.			
26.00	Ability to maintain a chart of accounts based on the financial system setup.			
	BUDGET PREPARATION			
27.00	Ability to allow the Budget staff (Finance) to provide workflow system-embedded spreadsheets to departments for budget preparation.			

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28.00	Ability to enter multi-level adjustments via spreadsheet-view like screen.			
29.00	Ability to track, through an audit trail, every movement of the departmental worksheets.			
30.00	Ability to easily identify when viewing a department budget whether or not it has been submitted to the Budget staff, i.e., status of request.			
31.00	Ability to summarize or roll up department/division/function worksheets into department budgets.			
32.00	Ability to roll up department worksheets into a City-wide master budget.			
33.00	Ability to roll up department worksheets into a City-wide master budget at various user-defined levels.			
34.00	Ability to "lock" or "unlock" (prevent other changes to that budget version) budgets at any phase of the budget, including after submission by departments.			
35.00	Ability to provide for "what if" scenarios and save scenarios.			
36.00	Ability to utilize more than one method (straight line projection and percentage based on last year actual, for example) within the same budget.			
37.00	Ability to allow users to attach narratives, justifications or other documents (MS Word/Excel) to budget worksheets.			
38.00	Ability to allow entering, storing, and reporting performance data linked to programs and program budgets, including performance measures and results, and associate these with financial data.			
39.00	Ability to record budget credits (negative numbers).			
40.00	Ability to calculate allocation by fund based on a user defined formula.			
41.00	Ability to produce budget requests as decision packages, with a base request plus supplemental requests above or below base.			

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Responses regarding Availability of Functional Feature or Capability

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N = Not available

Reference Number	Functional Feature or Capability	Response regarding Availability	Vendor Comments	City of Milpitas Comments
42.00	Ability to indicate, by line item, one time expenditures in the budget requests.			
43.00	Ability to allow users entering multi-line text for justification purposes (e.g., identifying underlying assumptions for service level or headcount).			
44.00	Ability for user to list budget requests at any level in the hierarchical structure.			
45.00	Ability to process and maintain all budget iterations, from Department request to City Manager proposed to City Council Adopted Budget.			
46.00	Ability to record various "review" dates (e.g., departmental review, Budget staff review, City Manager review, and City Council review/approval).			
47.00	Ability to compare budget versions to demonstrate cost changes that have been made between versions.			
48.00	Ability to provide an "approved" or "not approved" flag to mark budget within a decision package by line item or by total.			
49.00	Ability to provide for approval of supplemental requests within a decision package at an amount greater than, less than, or equal to the amount requested.			
50.00	Ability to forecast real account balances, revenues and expenditures for the remainder of the year based on historical trends, percentages, or other specified parameters and allows for manual adjustments to the forecast.			
51.00	Ability to provide reports/inquiries, including graphs, to accommodate analysis of historical trends.			
52.00	Ability to drill down to compare budgets to actual from highest level to lowest level of detail.			
53.00	Ability to import standard templates and style sheets.			
54.00	Ability to provide document publishing features including:			
54.01	Producing high quality (camera ready) final budget document pages			
54.02	Producing budget reports and documents in PDF and HTML formats			

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Reference Number	Functional Feature or Capability	Response regarding Availability	Vendor Comments	City of Milpitas Comments
54.03	Producing the table of contents and index for the budget document along with dynamic (user-defined) page numbering.			
54.04	Providing the user a function to create or enter footnotes and comments for budget publications			
54.05	Producing both the Budget and the Budget in Brief from a wide variety of source files, including system output from the database			
54.06	Producing historical, current year projections and proposed budget data at any level of the hierarchical structure in a high quality printed form			
54.07	Includes at a minimum department name, description, mission, programs and program goals in the budget document			
54.08	Includes performance measures and results in the budget document			
54.09	Incorporates charts, graphs, spreadsheets, etc. in the budget document			
54.10	Capability to automatically update charts, graphs, spreadsheets, etc. when data stored in budget system is altered			
54.11	Desktop publishing capabilities, i.e. flexibility in formatting, object placement, page layout			
54.12	Incorporates non-budget information into the budget document such as the glossary			
54.13	Capability to incorporate objects from various sources, including commercial clipart and photos			
54.14	Incorporates organizational chart from a Word file and/or produces organizational chart			
54.15	Provides spell and grammar check			
54.16	Concurrent user access to budget document publisher for preparation and editing purposes			
55.00	Ability to forecast current year and future year budgets and actual (either on a line-by-line basis or on an entire budget) based on straight line, percentage or user-defined formula.			

APPENDIX B - BUDGET SOFTWARE FUNCTIONAL FEATURES AND CAPABILITIES

PRODUCT NAME:

VENDOR NAME:

Responses regarding Availability of Functional Feature or Capability

Y = Yes (The base software meets criteria, cost included)

M = Modify (Software available but not included in base software, cost is not included)

N = Not available

Reference Number	Functional Feature or Capability	Response regarding Availability	Vendor Comments	City of Milpitas Comments
56.00	Ability to create budget relationships (e.g., salary changes automatically adjust benefits and vice versa).			
	POSITION CONTROL			
57.00	Ability to make changes in positions.			
58.00	Ability to override controls for specific position types.			
59.00	Ability to enter single or multiple funding sources for each position.			
60.00	Ability to track vacancies for open positions, including length of time a position is vacant.			
	REPORTING / QUERYING			
61.00	Ability to query on-line information by: range of dates, month, quarter, fiscal year, multi-years, all chart of account elements, document, budget, department, program, and line item for all budget levels.			
62.00	Ability to generate reports on any budget data element or any data element or combination of elements within the system.			
63.00	Ability to format reports in a user friendly manner.			
64.00	Ability to email reports electronically.			
65.00	Ability to create ad hoc queries and export to Excel on any budget data element or any data element or combination of elements within the system.			
66.00	Ability to review multiple versions of budget online with proper security access.			
67.00	Ability to group account numbers for internal and external reporting purposes, including category levels.			
68.00	Ability to merge other module data into budget reports (e.g., budgeted and actual positions).			